



Job description Admissions and Attendance Officer

Salary: Bucks Pay Range 3, point 16 £27,310, (actual salary £22,597)

Hours: 08:00 – 16:00 Monday, Tuesday, Thursday and Friday and 08:00 – 15:30 Wednesday, term-time only. Plus 4 days in the Summer holidays to be arranged prior with Business Support Manager

Line Manager: Business Support Manager

Main Purpose of Job: To provide an effective and efficient admissions service to the school

Duties and Responsibilities

Admissions

- To be responsible and lead on the admission administration for the whole school, including Pre-school, including pupil records on SIMS, SchoolComms and any other Local Authority processes.
- To be responsible for the daily attendance monitoring email to FLO and ELT departments.
- Check attendance mailbox and voicemail box for messages and enter details for absences and lates onto the MIS system
- Produce regular attendance data to the SLT when required
- Ensuring that school databases are kept up to date with pupil, parental and staff information.
- To lead on ensuring the school register of groups of pupils who are identified within specific groups; EAL, SEN, PP, FSM are kept up to date and are shared with staff in time for the beginning of each half term.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- To lead on the school census, liaising with leaders such as the SENDCo, ensuring all information is submitted to the Head Teacher/Finance Manager/BSM within a reasonable and agreed timescale so these can be authorised.
- Produce SIMS reports/information/data as required for staff and ELT.
- To lead on Safeguarding of pupils regarding and linked to photo permissions on SIMS is updated, accurate and shared with staff in time for the beginning of each half term.
- To lead on Pupil Premium and Free School Meals to ensure records and databases are accurate by liaising with the DfE, LA and parents for accurate records and accurate funding, sharing with staff in time for the beginning of each half term.
- To lead on new starter packs and information, liaising with leaders to ensure these are updated each year and are relevant for the starting cohort and to intermittent joiners.
- Collate, prepare, send and chase admissions packs, ensuring contents are current and received in time for the pupil starting at WH.
- Be the lead contact for admissions, liaising with external professionals, families and the Local Authority.
- To lead on any admissions appeals and sharing this information and action with the ELT.
- To ensure admissions for September are completed for the start of the new academic year and all lists are kept up to date, as much as is reasonably possible with pupil summer joiners.
- To lead on communicating with staff new information about new joiners. To ensure ELT and Year Leader emails are sent to request which class new pupils will join.
- To lead on maintaining and keeping up to date the pupil joiners and leavers lists.
- To liaise with the FLO team so that they have all the information necessary to facilitate school tours for new starters.
- To maintain the website for admissions, including the update of dates, information and any other requests from leaders.

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- To use the school’s administration processes to gather, record the daily attendance, including the data input of absence information resulting in a report that is sent to the ELT and FLO team for the actions of absent pupils.
- To liaise with leaders on Open Events and visits for new cohorts to the school, ensuring you work with the Local Authority to ensure clarity and deadlines of dates are met.
- To ensure information is shared with the SLT regarding admissions, such as reports for Governors, data for documentation etc when requested.
- Attend information webinars and training courses as required for the role, or the Census and SIMS.

General Duties

- To provide cover to the School Office Administrator on a rota basis at break times.
- To comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
- Participate in training and other learning activities and performance development as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher or Business Support Manager to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Able to provide administrative support • Adhere to the school policy on equality and diversity. • Ensure confidentiality and always adhere to GDPR requirements. • Dealing with face-to-face and telephone interactions • Working and collaborating within a team 	<ul style="list-style-type: none"> • School Admissions • School Attendance
Qualifications or Training	<ul style="list-style-type: none"> • GCSE English Language Grade C or above or equivalent • GCSE English Literacy Grade C or above or equivalent • GCSE Maths Grade C or above or equivalent 	<ul style="list-style-type: none"> • Further CPD relevant to the role
Practical Skills	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively 	<ul style="list-style-type: none"> • Understanding of data protection and confidentiality • Understanding of safeguarding • Excellent attention to detail

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	Ability to build effective working relationships with colleagues	
Personal Qualities & Attributes:	To communicate effectively in standard English (attributes) A sense of humour The ability to work independently and as part of a multidisciplinary team High expectations of themselves	